## How would you or your group like to be involved?

(Circle as many as are appropriate)

- Help install the bench
- Notified after installation
- Be provided a photograph of the bench
- Be provided a map of the park where the bench is located
- Receive a donation receipt/ certificate

|      | ond1<br>benc | the  | purpose |
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#### CHOOSING A LOCATION

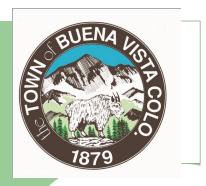
Choose from any of the following Town of Buena Vista parks and outdoor facilities:

- □ Columbine Park
- □ Forest Square Park
- □ McPhelemy Park
- □ Mt. Olivet Cemetery
- □ River Park
- River Park Trail
- □ Rodeo Grounds
- □ Wildlife/Fishing Area

A 6-week lead time is required for bench construction. Installation is weather dependent. Only pre-approved Parks Department sites may be selected (see list above).

The memorial bench becomes the property of the Town of Buena Vista once installed. Town staff will make reasonable efforts to maintain and repair damage to memorials. Should the memorial need to be relocated for any purpose, all reasonable efforts will be made to contact donor, and arrange an agreed upon new location.

More information is available by contacting the Town of Buena Vista Public Works Department at 719-395-6898, located at 755 Gregg Drive. www.buenavistaco.gov



## TOWN OF BUENA VISTA MEMORIAL BENCH PROGRAM

Commemorate a special person or occasion with the placement of a bench that enhances our community's parks



The Town of Buena Vista invites you to participate in our Memorial Bench Program. The program provides a special way to honor a loved one, celebrate a special event in your life or honor a person or organization that has made a difference in the community.

### **GUIDELINES**

You may participate in the program by making a donation of \$1, 275.00 which covers the cost of the bench, zinc plaque and installation by Town Staff. Benches are 'cedar' colored, six-feet wide, and are a high quality, durable DuMor recycled plastic product.



At the donor's request, the 2" X 10" zinc plaques can be personalized with a message of up to 56 characters or less. The placement of plaques will be determined on an individual basis. All wording submitted for plaques is subject to the approval of Town staff.



Bench pictured with memorial plaque

Plaques have a 4 line, 56 character limit.

Samples below are not to scale

4 lines, 52 characters

In Loving Memory
Our Father and Friend
John Smith
April 1, 2008

2 lines, 37 characters

"This Park is a Treasure"

The Johnson Family

\*Please do not send payment until bench location is determined. You will be contacted by the Public Works Department with final payment information upon approval of your application and determination of bench location.

# Town of Buena Vista Memorial Bench Application Form

| Name:                                      |
|--|
| Address:                                   |
| City:                                      |
| State: Zip:                                |
| Phone:                                     |
| E-mail:                                    |
| Plaque Inscription: (56 character maximum) |
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|  |
|  |
|  |
|  |
|  |
| Signature:                                 |
| Date:                                      |
| Complete both sides of this                |

Town of Buena Vista
Public Works Department
P.O. Box 2002
Buena Vista, CO 81211

application and return it to: